

NOTICE

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT - WIC PROGRAM.**

JOB TITLE: **TEMPORARY OUTREACH WORKER/TYPIST CLERK II**

RATE OF PAY: **\$12.14 per hour entry**

This is a full-time, temporary position with no benefits (40 hours per week)

GENERAL SUMMARY: The Outreach Worker/Typist Clerk II performs routine and semi-complex tasks in the maintenance and promotion of the WIC Program. Requires understanding of departmental activities and community resources. Performs clerical duties, including entering data on the MI-WIC electronic clinic management system. Must work well with the public. Works under the direction of the Maternal and Child Health Services Manager.

TYPICAL DUTIES:

1. Works on MI-WIC system, including but not limited to: scheduling appointments, determining WIC eligibility for enrollment, completing nutrition education, issuing/maintaining WIC EBT cards and logs, transferring clients from in and out of state WIC programs and issuing participant benefits.
2. Assists with reminders calls for participants of upcoming appointments, as well as rescheduling families that do not keep appointments.
3. Maintains MI-WIC records by entering and retrieving data on MI-WIC system.
4. Conducts WIC outreach activities and assists with special projects.
5. Orders and maintains WIC materials from the State of Michigan.
6. Assist WIC Coordinator with MI-WIC reports.
7. Verifies Medicaid status using MI-Health Plan Benefits.
8. Restock WIC supplies and documents.
9. Process fax requests for client information, i.e. NEMSCA Head Start.
10. Responsible for mailing program documents.
11. Serves as secretary at meetings, taking notes and preparing summary minutes.
12. Assumes duties of other clerical and technical staff in their absence, or for other reasons.
13. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
14. Be cross-trained with other clerical staff within Health Department.
15. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS REQUIRED (WITH OR WITHOUT REASONABLE ACCOMMODATIONS):

Typing speed of 50 WPM (corrected no more than 5 errors). Proficiency in word processing and data entry. Must have 6 to 12 months clerical experience. Must be able to courteously react to upset or angry clients. Reading comprehension skills sufficient to understand Federal/State guidelines and procedures for eligibility and utilization of programs by clients. Must be accurate dealing with data, records, files, reports, charts and case numbers. Must be able to perform multiple tasks at the same time, such as waiting on clients, answering the telephone, typing, retrieving information, communicating with staff, etc. Applicants may be required to take written and/or other examinations. Good attendance record is required for this position.

QUALIFICATIONS DESIRED: Experience with Virtual Health Network and MUNIS for processing invoices. Michigan Department of Community Health (MDCH) electronic reporting program: Single-Sign On (SSO), preferred. Proficient in use of MS Word.

Physical Requirements: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, up to 10 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue (third floor), Bay City, Michigan 48708 no later than **4:00 p.m. Tuesday, July 15, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression."